

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	Headsets and Headset Accessories		
Start Time	Finish Time		
04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

## Event Description

The purpose of this solicitation is for the State of Tennessee to secure a contract for Headsets and Headset Accessories. This will be an initial term of two (2) years with three (3) one (1) year option renewals beginning on May 1, 2019.

**Statewide Contract:** The purpose of this Contract is to provide sources of supply that can ensure the timely delivery of headsets and accessories from qualified manufacturers for the State of Tennessee and other Authorized Users. It is the intent of this Contract that the Contractor provides for those services and equipment delineated in the Specification.

**Responses Due:** The response must be received by the State on or before the date and hour designated for the response opening. Responses that are submitted untimely shall be rejected. Responses are due by the following: Wednesday April 10, 2019 by 2:00pm CT.

**Responses Submitted by Mail:** If submitting a response by mail: (1) all prices must be typed or written in ink on the "Line Details" portion of this ITB; (2) any corrections, erasures, or other alterations to prices must be initialed by the respondent; and (3) the response shall be manually signed by the respondent in ink. Each individual response must be returned in a separate envelope package or container and must be properly labeled on the outside referencing the applicable event number and the response opening date. Responses should be mailed in a properly labeled sealed envelope to the following address:  
Department of General Services, Central  
Procurement Office  
Attn: Bidder Services 3rd Floor, William R  
Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue Nashville, TN 37243-1102.  
Failure to comply with these requirements may result in rejection of the response.

## General Questions

Question	UOM	Best	Worst	Response
Bidder shall enter the percent from their catalog or price list prices. Example: 10%. Enter the percentage discounts on the evaluation Model				

Required: No Mandatory ResponseNo

## Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
Headsets and Headset Accessories			
Start Time		Finish Time	
04/02/2019 08:00:00 CDT		04/10/2019 14:00:00 CDT	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

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 312 ROSA L PARKS AVE  
 3rd Floor  
 NASHVILLE TN 37243  
 United States

**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

Question	UOM	Best	Worst	Response
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Is there an evaluation model?

Yes

Required: Yes Mandatory ResponseNo

### Response Comments

Iran Divestment Act. By submission of this response, each respondent and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Yes

Required: Yes Mandatory Response:Yes

### Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3) as amended and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Yes

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	3
Event Round	Version		
1	1		
Event Name	Headsets and Headset Accessories		
Start Time	Finish Time		
04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

**Bidder:** PUBLIC EVENT DETAILS

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312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

### Response Comments

#### Associated Terms:

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);

Tennessee local governmental agencies;

members of the University of Tennessee or Tennessee Board of Regents systems;

any private nonprofit institution of higher education chartered in Tennessee; and,

any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users. Note: If "no", attach exemption request addressed to the Central Procurement Officer.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response: Yes

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	4
Event Round	Version		
1	1		
Event Name	Headsets and Headset Accessories		
Start Time	Finish Time		
04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

Contact: Richard Kotler  
Phone: 6152534723.  
Email: richard.kotler@tn.gov

Question	UOM	Best	Worst	Response
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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory Response: Yes

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory Response: No

### Response Comments

Associated Terms:

### Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

Bidder shall enter Catalog Title and Effective Date of Catalog Bid.

Required: Yes Mandatory Response: No

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	5
Event Round	Version		
1	1		
Event Name			
Headsets and Headset Accessories			
Start Time		Finish Time	
04/02/2019 08:00:00 CDT		04/10/2019 14:00:00 CDT	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

Contact: Richard Kotler  
Phone: 6152534723.  
Email: richard.kotler@tn.gov

Question	UOM	Best	Worst	Response
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Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

No

Required: Yes Mandatory ResponseNo

### Response Comments

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	6
Event Round	Version		
1	1		
Event Name	Headsets and Headset Accessories		
Start Time	Finish Time		
04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Contact: Richard Kotler  
Phone: 6152534723.  
Email: richard.kotler@tn.gov

### Response Comments

Associated Terms: **Subcontracting**  
The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms: **Return Goods Policy**  
All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Bidders Secretary of State issued I.D. Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms: **Register with the Secretary of State's Office**  
Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contact information for the Secretary of State's Office: State of Tennessee, Department of State, Corporate Filings, 312 Rosa L Parks Avenue, 6th Floor, William R. Snodgrass Tower, Nashville, TN 37243-1102, email: . business.services@state.tn.us; website: <http://www.tennessee.gov/sos/apd/index.htm>

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
Headsets and Headset Accessories			
Start Time		Finish Time	
04/02/2019 08:00:00 CDT		04/10/2019 14:00:00 CDT	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

Contact: Richard Kotler  
Phone: 6152534723.  
Email: richard.kotler@tn.gov

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.  
Response Comments**

### Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

**Response Comments**

Associated Terms:

### Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	8
Event Round	Version		
1	1		
Event Name			
Headsets and Headset Accessories			
Start Time		Finish Time	
04/02/2019 08:00:00 CDT		04/10/2019 14:00:00 CDT	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

Question	UOM	Best	Worst	Response
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The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Warranty Period

Bidder shall indicate their standard warranty period

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	9
Event Round	Version		
1	1		
Event Name			
Headsets and Headset Accessories			
Start Time	Finish Time		
04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
 312 ROSA L PARKS AVE  
 3rd Floor  
 NASHVILLE TN 37243  
 United States

**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

Question	UOM	Best	Worst	Response
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Will your company accept the State's Purchasing Card (P-Card) as a form of payment under this Statewide Contract?

Yes

Required: Yes Mandatory ResponseNo

### Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement, use link that follows to take the survey.  
<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000010868	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Headsets and Headset Accessories			
<b>Start Time</b>		<b>Finish Time</b>	
04/02/2019 08:00:00 CDT		04/10/2019 14:00:00 CDT	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243

**Contact:** United States  
Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

## Line Details

**No Bid:** ☐

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:**

**Description:** Please refer to attachments - DO NOT Bid on this line

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	11
Event Round	Version		
1	1		
Event Name			
Headsets and Headset Accessories			
Start Time		Finish Time	
04/02/2019 08:00:00 CDT		04/10/2019 14:00:00 CDT	

Event Currency: US Dollar  
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**Bidder:** PUBLIC EVENT DETAILS

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312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243

United States  
**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000010868	Sell	RFx	12
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Headsets and Headset Accessories			
<b>Start Time</b>	<b>Finish Time</b>		
04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
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NASHVILLE TN 37243  
United States

**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Each  
**Description:** Please refer to attachments - DO NOT Bid on this line

### Item Specifications

<b>Manufacturer:</b>		
<b>Mfg Item ID:</b>		
<b>Item Length:</b>	0	<b>Item Height:</b> 0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>
<b>Item Volume:</b>	0	<b>Volume UOM:</b>
<b>Item Weight:</b>	0	<b>Weight UOM:</b>
<b>Item Size:</b>		<b>Item Color:</b>

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>
<b>Quantity:</b>	1	
<b>Due Date:</b>	04/13/2019	
<b>Freight Terms:</b>		
<b>Ship Via:</b>		

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010868	Sell	RFx	13
Event Round	Version		
1	1		
Event Name	Headsets and Headset Accessories		
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04/02/2019 08:00:00 CDT	04/10/2019 14:00:00 CDT		

**Event Currency:** US Dollar  
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**Contact:** Richard Kotler  
**Phone:** 6152534723.  
**Email:** richard.kotler@tn.gov

## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016